



A Bright Idea for State Government

Travel Managers

Welcome to Edison

Travel Managers Training

Logistics

- Start promptly at scheduled time (CST)
 - Full Day courses start at 8:30am
 - ½ Day morning courses start at 8:30am
 - ½ Day afternoon courses start at 1:00pm
- Breaks
 - Morning
 - Lunch 11:30 – 12:30
 - Afternoon
- Location of restrooms
- Login/user id for class
- Let the instruction know if you are having difficulties hearing the instructor or viewing the presentation

Classroom Protocol

Please....

- Use breaks to check email, return messages, etc.
- *Do not work ahead*
- *Do not work on your regular job during class*
- *Have fun and enjoy your course!*

Agenda

- Introduction to Edison
 - Edison Features
- Edison F/P/L
- Edison Process Flow
- Training Tools
- Course Components
- Course Objectives
- Training Tools
- Edison Help

Introduction to Edison

What is Edison?

- **Enterprise Resource Planning Software Solution for State of Tennessee**
- Includes Human Capital Management, Financials, Procurement, & Logistics
- From Paper to Internet Based

Introduction to Edison

Why Edison?

- Replacement of existing old and maintenance-burdening administrative systems with a fully integrated solution
- Improve out-dated business processes
- Eliminate duplicate functionality between department and centralized administrative systems
- Meet user department needs not currently met by centralized systems
- Achieve operational efficiency
- Provide better management information
- Leverage new technology

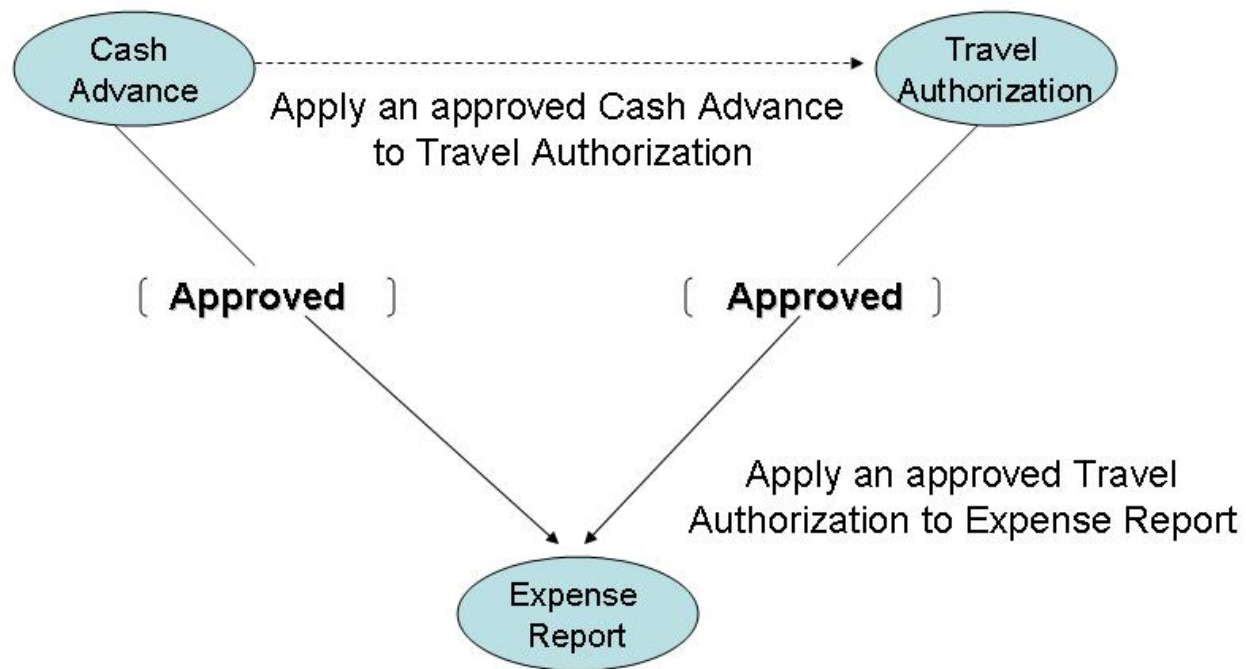
Edison Features

- Web-enabled – allows employees, vendors easier access in a familiar Web environment
- Self-service – more information available directly to owner of data (for example, employee)
- Single integrated database, eliminates keying same data multiple times
- Common user interface between many functions, allows easier transition when employees change jobs
- Real-time processing – current information is available now
- Integration with desktop “office suite” software – many reports can be output directly to Excel

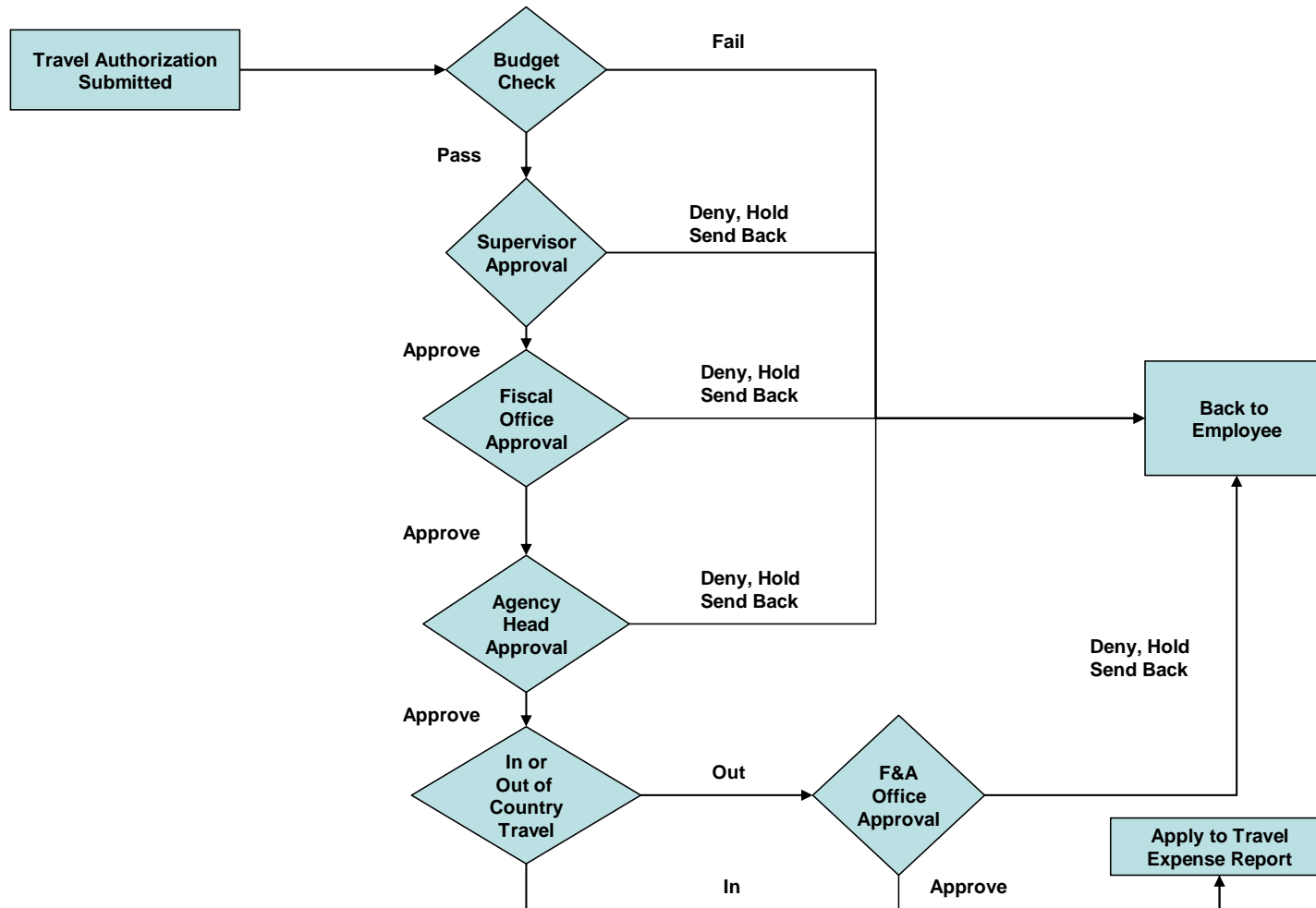
Responsibilities

- HR Supervisor
 - Budget Check
 - Verify Travel Purpose and Place
- Fiscal Office Approver
 - Review/Correct Accounting Information
 - Reconcile Cash Advances

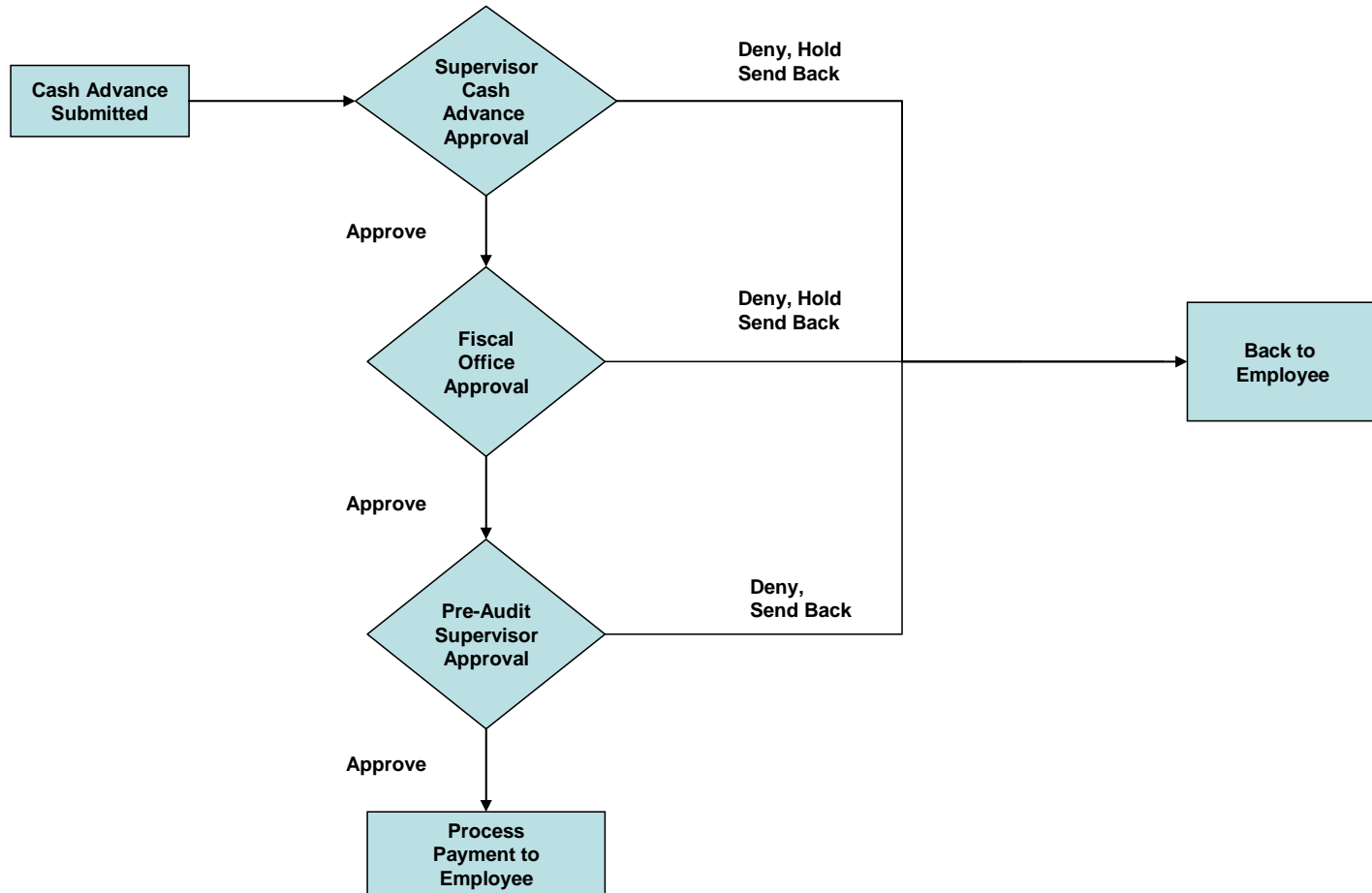
Travel & Expense Process Review



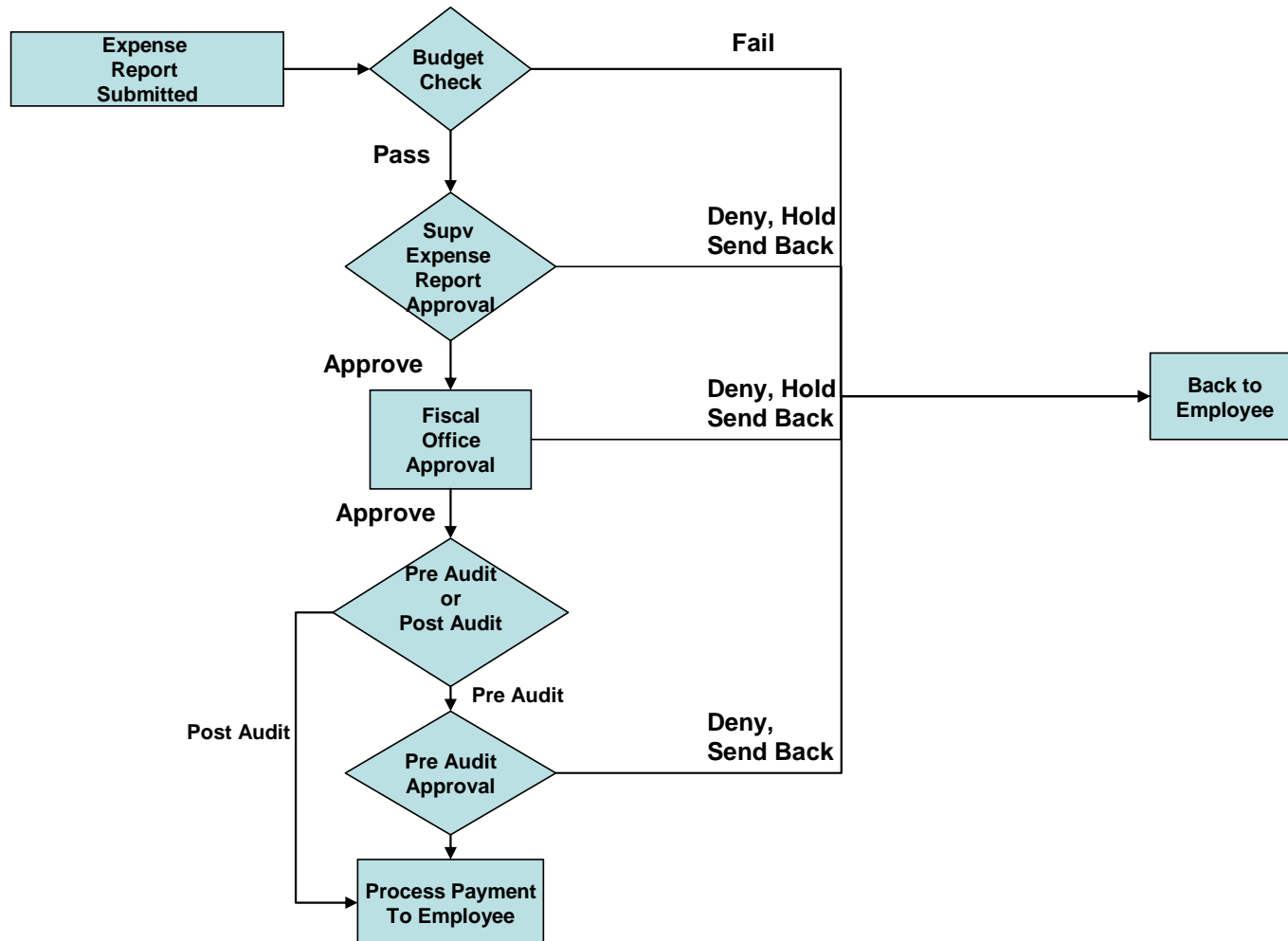
Travel Authorization Approval Process



Cash Advance Approval Process



Expense Report Approval Process



Edison Training

- Methods of Delivering Training
 - Classroom
 - Auditorium
 - Online
 - CBT
- URL to training site
 - <http://intranet.state.tn.us/erp/training.html>
 - *Locations*
 - *Courses*
 - *Online*
 - *Registration*

Training Tools

- (UPK) User Productivity Kit
 - Supplied by PeopleSoft for development of training materials,
 - Lesson activities will be completed in the UPK today.
 - See It
 - Try It
 - Know It
 - Do It
- PeopleSoft Database - Exercises

Course Components

- Course Syllabus
- Training Manual
- Training Environments (UPK & PeopleSoft Database)
- Practice Exercises
- Self Assessments
- Support Materials
 - Self Assessment Sheets
 - Data Reference Sheets used with Exercises
 - Quick Reference Guide
 - Handouts

Course Prerequisites

- Prior to this course, you should have completed the following courses:
 - TV1

Course Objectives

Upon completion of this course, you will be able to:

- Review and Modify Default Accounting for ER/TAs
- Review and Modify Accounting Details
- Cancel an Approved Travel Authorization
- Budget Check Expense Transactions in Batch Mode
- Roll over Travel Authorizations Encumbrances
- Approve ERs, TAs, and CAs
- Reassign Approval Work
- Reconcile Cash Advances
- Close a Cash Advance

Course Objectives

Upon completion of this course, you will be able to:

- Close an ER
- Create Journal Expense Reports
- Verify Expense Report Receipts
- Cancel Expense Payments
- View Expense Report Journal Entries
- Run Reports

Edison Help

- Edison Help Desk is currently available for all questions
- Limited hours until full system go-live
 - 8:00 am – 4:30 pm CST
- Edison Help Desk:
 - 741-HELP (615-741-4357)
 - 866-376-0104
 - Edison.hd@state.tn.us

Go-Live

What happens at go-live?

- Edison becomes system of record
- Dual Entry (limited data input in legacy systems)

What do I need to do on Day 1 of go-live?

- Log in
- Additional guidance will be distributed

Reminders

- Courses will be available online for practice (UPK)
- Practice exercises can be done in the sandbox
- Become familiar with the Edison F/P/L terminology



Questions?

Class Evaluation

- We value your time, attendance and input
- Please complete the online course evaluation